



Food with Care

Child and Adult Care Food Program

Bureau of Nutrition Programs and School Transportation • Iowa Department of Education

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MENU PLANNING METHOD OR MAGIC?



No it's not really magic. Menu planning should be a carefully thought out process. Menu Planning is the most crucial step in your success with the CACFP. Careful planning of menus will ensure that you are serving nutritionally adequate meals to children in your care and that you are in compliance with USDA meal pattern requirements. The menu influences almost every step of your food service, from grocery lists to the popularity of the meals with the children. To plan good menus, you need to use the basic principles of menu planning and a step-by-step process.

Nutrition experts tell us that young children need three meals and three snacks every day. Children have small stomachs and cannot eat much at one time. Meals and snacks help provide calories and nutrients needed for growth.

Plan meals and snacks that meet the CACFP Meal Pattern requirements for the age groups of children you serve. The number of snacks and meals that you serve will depend on the hours that children are in your care.

MENU PLANNING PRINCIPLES

The five basic menu planning principles are:

1. Strive for balance.
2. Emphasize variety.
3. Add contrast.
4. Think about color.
5. Consider eye appeal.



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Step 1—Basic Outline—Menu Planning

Plan menus well in advance. Review previous menus and any other food service records that indicate the children's preferences. Be prepared with resources such as:



USDA Food Buying Guide

Child Care Recipes-Food for Health and Fun

http://teamnutrition.usda.gov/Resources/childcare_recipes.html

Building Blocks for Fun and Healthy Meals

<http://teamnutrition.usda.gov/Resources/buildingblocks.html>

1. Plan the main dish first (meat/meat alternate).
2. The main dish may also contain pasta, rice, and vegetables.
3. Plan foods to go with the main dish to meet the remainder of the CACFP Meal Pattern requirements.
4. Include foods on the menu approved as creditable.
5. Plan menus to incorporate food from inventory on hand.

Step 2—Meet Nutrition Basics

1. Plan to serve a variety of foods during the day and week.
2. Check to make sure that the same foods are not repeated within the week.
3. Increase whole grains and fiber by including whole wheat bread and fresh fruits and vegetables.
4. Limit the number of processed (heat and serve) foods. These foods are typically loaded with fat, saturated fat, and sodium.
5. Limit the number of sweets such as cookies, cakes, brownies, doughnuts, and sweetened cereals.
6. Include foods that provide Vitamin A and C look for deep colors (red, yellow, orange, and green).
7. Don't forget to include food high in iron.

Step 3—Consider Taste, Texture And Appearance

1. Include foods that are different shapes—round, square, and wedge-shaped.
2. Include foods that are different in color—tan, yellow, orange, red, and green.
3. Include foods that have different textures—soft, fluffy, crunchy, crisp, and smooth.
4. Include children's favorites and parent input.
5. Introduce new foods—sampler sizes. Foods need to be offered or tried at least 8 to 15 times or more before being incorporated into the diet.
6. Be cautious with foods that could create a choking hazard.

Step 4—Plan Menus That Work For You

1. Plan cycle menus to save time in repeated menu planning and to ensure variety.
2. Plan menus that are easy to serve family style.
3. Consider cost and balance higher cost foods with economical foods.
4. Use standardized recipes. Child care standardized recipes can be located at the following website:
http://teamnutrition.usda.gov/Resources/childcare_recipes.html
5. Plan menus that include some foods that take longer to prepare and some foods that are easy to prepare.
6. Think about the equipment you have available in the kitchen.

Step 5--Nutrition Education

Lunch and snack time is another educational opportunity for teachers. Children need to learn about healthy food choices at an early age. Take the time to teach children. Meal and snack time topics and skills could include:

- Manners
- Cooperation/Sharing
- Small Motor and Self Help Skills—scooping, pouring, cutting
- Discussion of foods served
- Colors, shapes, and textures
- Cultural differences
- Where food comes from

Continued on Page 3

Adult Centers

Research has shown that there are crucial relationships among nutrition, health, and learning. You are in a special position to show children what it means to eat for good health, including how important it is to eat a variety of foods.

More children are in child care today than ever before. Some spend more time in child care than at home. The meals and snacks you serve to children in your care through the USDA's CACFP are an important part of providing proper care. Successful menus do not happen with magic, instead good menus happen with careful planning.

Outside School Hours Child Care Centers and At-Risk Afterschool Snack Programs

Enrollment Requirements

Some Outside School Hours Childcare (OSHCC) Centers and At-Risk Afterschool Snack Programs are exempt from licensing by DHS. These centers may claim meals for children without an enrollment form on file. However, some OSHCC and At-Risk centers are licensed. If the center is licensed, participants must be enrolled in order to claim their meals on the CACFP.

If enrollment forms are used, they need to be signed by a parent/guardian, and indicate the “normal” days in care and types of meals normally to be received by each enrolled child. In addition, new enrollment forms with updated information must be collected each fiscal year. The required information can be added to the center's standard enrollment form, or we suggest using a separate CACFP enrollment form (sample form online at: <http://www.state.ia.us/educate/ecese/fn/cacfp/resources.html>). The form can be modified to exclude infants.

Enrollment Requirements

All adult day care center participants must be enrolled in order to claim their meals on the CACFP. A separate CACFP enrollment form is not needed; the center's existing enrollment form is sufficient. The requirement for an annual enrollment update does not apply to adult day care centers. In addition, enrollment forms do not need to be signed by a guardian, and indicate the “normal” days in care and types of meals normally to be received by each enrolled participant as required for child care centers.

Infant Combination Foods: Reimbursable or Not?



Today there is a wide array of infant foods available on the market and it is constantly changing. New forms of familiar foods, new combinations of foods as well as infant convenience foods are appearing.

The CACFP Feeding Infants Guide indicates that parents should decide when their infant is developmentally ready for solid foods and when to introduce new foods.

Whether combination foods have been purchased by the center or provided by the parent, it must be possible to determine the serving size of each food component in order to count it toward meeting meal pattern requirements. Some combination infant foods are reimbursable and others are not. Read infant food labels carefully.

Reimbursable—Foods from the same food component, such as: peaches with pears.

Not Reimbursable—These foods cannot be used to fulfill CACFP requirements because the serving size of each food component cannot be determined.

- Combinations of food items such as chicken and broccoli, macaroni with tomato and beef, infant cereal with fruit pieces.
- Foods from the same food component but also including cheese, flavorings, flour, etc., such as cheese potatoes and vegetables.

For more information refer to the CACFP Feeding Infants Guide and the Iowa CACFP Reimbursable Foods for Infants list.

Cool Beans!



Dry beans are a food to be encouraged according to the 2005 Dietary Guidelines. Why? Beans are packed with vitamins and minerals, high in fiber, and good source of protein while low in fat. It is also believed that beans may reduce risk of heart disease and certain cancers, be helpful in managing diabetes, cut risk for high blood pressure and help with weight loss. Not only nutritious and healthy, beans are economical at about half the cost of chicken and a third the cost of beef. And beans (if using canned) are convenient. With all these benefits, why not include beans more often on the childcare menu? To translate recommendations from the Dietary Guidelines for childcare, work toward offering beans three times a week.

Menu Ideas:

- whole grain corn chips and bean dip
- bean burritos
- chili
- ham and beans
- hummus
- three bean salad
- beanie weenies
- black bean salsa
- beans and rice
- taco salad
- baked beans



On the CACFP beans credit as either a vegetable or meat alternate (not both) at a given meal:
1/4 c.=1/4 c. vegetable 1/4 c.=1 oz. meat alternate

Tips:

Remember that it may take 8-15 exposures to a new food before a child will accept it in their diet. Increase familiarity with beans through food activities, crafts and books:

- Count and sort beans.
- Involve children in a food activity where they help make a bean dish such as three-bean salad.
- Plant bean seeds and watch them grow.
- Use dry beans on a sensory table (avoid dry kidney beans since they are toxic if swallowed uncooked).
- Come up with fun, creative names for the bean dish, like “cowboy beans” or “Texas caviar.”
- Have teachers talk or read a book about beans right before lunch.
- Have adult caregivers role model eating beans.
- Introduce a small amount of beans to start with at a meal where familiar foods are also served.

Important Notice to CACFP Center Institutions

The 2007 CACFP Management Plan is now available on the web for you to complete and submit to the State Agency.

Please submit your Management Plan soon to avoid delays in approving your 2007 CACFP Application.

Click on the “GO” Menu line item to access the Management Plan.

Household Contacts

Household Contacts

Only sponsors of centers need to conduct household contacts. In addition, adult day care centers, emergency shelters, at-risk snack programs, and outside school hours child care centers do not need to conduct household contacts, even if they are a sponsor.

Center sponsors conduct household contacts if the sponsor is not sure if meals for children in sponsored centers should have been claimed. The circumstances under which a household contact are conducted are **that the center submits a block claim for any month in combination with two or more of the following factors:**

- Parents don't generally sign children in and out.
- The average daily attendance (ADA)* during the pervious month is not reasonable compared to the number of children observed in attendance the day of the most recent facility review.
- There is a discrepancy identified when comparing attendance, enrollments, and meals counts for five days during the most recent facility review.
- Other factors identified and determined to be relevant based on reviewer discretion.

Examples:

- the number of children observed during the visit is not similar to meal counts/attendance for the past five days;
- meal counts are not accurate or
- meal counts are not taken at or near the time of meal service on the day of the review.

If, after a household contact is conducted, it is determined that meals were claimed for children not served or not in attendance, those meals should not be included in the claim for reimbursement. The reason for the claiming error must be addressed and permanently corrected.

*ADA=Total attendance divided by number of days food is served.

Sanitizing Product Question

There have been questions regarding the use of a new product on the market: Clorox®Anywhere Hard Surface™.

Please read the label to make certain the EPA (Environmental Protection Agency) Registration Number is 5813-85. According to information that we have received, it appears to be appropriate for use in child care.

Caution: Although this product is ready to use, the center staff must carefully read the label and follow the label instructions before using the sanitizer, the same as is necessary before using any chemical sanitizer.

The instructions indicate how to use the product, such as to thoroughly spray the surface and leave for 2 minutes. Care must be used when using any chemical product around food and children (of any age).

Center staff must also be aware of the potential for any health hazards. The hazards on the label should state what to do if the product comes in contact with skin or eyes, if it is ingested, or inhaled. Be aware that using a chemical product may require protective equipment such as gloves.

Website: <http://www.clorox.com>

Upcoming CACFP Training Opportunities

“Steps to CACFP Success” Workshop • Tuesday, 9/12/06 • 8:00 a.m. - 4:30 p.m.

Des Moines and tentative ICN sites: Elkader, Grinnell, Lamoni, Council Bluffs, Burlington, Iowa City, Carroll, Hawarden, Nashua-Plainfield, Blairsburg, Spencer, Waterloo, Sioux City

This workshop includes Record Keeping, Menu Planning, Food Production and Infant Workshops. You can attend one or more sessions. Registration materials, session descriptions, and who should attend are available online under “Current Center Workshops” at:

<http://www.state.ia.us/educate/ecese/fn/cacfp/training.html>

Connecting with Community Resources

Have you ever been in a meeting or a conference and overheard a hot tip that you could use at your center? Sometimes these are ideas that could have helped you long ago if someone had just told you about them. This article will give you the “heads up” on possible leads to obtain community resources. Some of the ideas pertain to food and others offer possible program funding sources.

Grocery Stores—Get to know your local grocery store and produce managers.

- Give away new products that didn’t sell well or they have too much of—make sure they are creditable.
- Produce that is too ripe to sell—bananas into banana bread, tomatoes into sauce or salsa.
- Purchase in Bulk for little above wholesale cost.
- Dollar Days—Set up a donation day with grocery stores where a dollar can be added to the grocery customer’s grocery bill and then donated to your program.
- % of grocery bill is donated to your agency or saving grocery receipts (HyVee 1%).

Distributors

- Discuss rebates with companies.
- Volume discounts.
- Compare prices on similar creditable products.

Companies

- Campbell’s Soup Labels—Save labels and mail in to purchase equipment.
- Box Top Program—Save box tops, mail, and receive 5, 10, up to 25 cents per box top.

Post Office/Other Local Companies

- Willing to carry out a can or food drive.

Parents

- Donate paper goods—paper towels, paper or styrofoam plates, handsoap, etc. (have a donation box by the front door), track donations for record keeping.

Discount Stores

- Buy in bulk.
- Compare prices.
-

- Shop at stores with cement floors—less money spent on décor—reflected in product prices.
- Request a % donation of credit card charges to your agency (Target Card).

Food Banks

- Available to all non-profit 501 (c) 3 agencies that serve food.
- Incorporate food bank items into menus where appropriate.
- Be sure to buy creditable foods and check expiration dates.

Churches

- Some churches will have funds set up to help the needy or seed money for community programs and projects.

Local Trust Officers (Banks and Attorneys)

- Get to know local attorneys or the investment officers at the local banks—educate them on the benefits of your program to the community—encourage contributions.

Community Programs

- Local United Way or similar programs.
- Project Share—Volunteer work in exchange for low cost groceries.
- Empowerment Programs—preschool program funding.

Some of these suggestions may not be open to you in your community, but it never hurts to inquire.

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To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity employer.”

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age or marital status in its programs or employment practices. If you have questions or grievances related to this policy, please contact the Legal Consultant, Department of Education, Grimes State Office Building.

Julia's Tidbits

Hopefully by the time you read this article, you will have discovered that the Department of Education and thus the Bureau has a new website with a new look and feel! However, we have been experiencing technical difficulties with the new web site, go to <http://www.state.ia.us/educate/ecese/fn/index.html> and you will be redirected to the new web site when it becomes available.

The new site will continue to evolve over the coming year with changes to enhance usability as a result of your feedback. Changes you'll find already are a button on the Home Page for Nutrition Programs for easy access to the web-based application and claiming system. We recommend you bookmark the Bureau home page which will then allow you to easily check the Bureau website for updates and jump to the web-based application and claiming system quickly as well.

Some of the new features to be added during the coming year include the opportunity to subscribe to an e-mail newsletter service that will then notify you electronically when a new CACFP Newsletter has been posted. In addition, the Bureau plans to add a feature to allow you to register via the web for CACFP Workshops. You will be notified and provided directions as these new features become operational.

Suggestions of items to add to the website or how to organize the content to make it easier for you as a user are welcome. We want to make this site as functional as possible, comments should be directed to Ellen.Miller@iowa.gov or Janelle.Loney@iowa.gov.

CACFP Web-based Application and Claiming

I want to thank you all for your patience as we have worked to enhance the application and renewal process via technology. It has taken longer than we anticipated to add the CACFP Management Plan and some related functionality to the web-based system and we want to thank you for your patience with that process. The change at this point has allowed for a significant reduction in the volume of paper created to complete this process. The next time you complete the renewal process you will also find a significant change in the data that you have to enter on an annual basis and an easier process for full renewal. Again, if you have suggestions, please let us know and we will

try to incorporate them where feasible and cost effective for the Bureau to do when future enhancements are made.

Another significant change you will begin to see during the coming year is related to the review process. Consultants will begin using a web-based review form during the coming program year. As part of this change you will be able to enter your responses to the required corrective action and other recommendations via the web. Again, this will reduce paper flow, related mailing costs, and associated time. More information on this change will be provided when the new system is ready.

Other Changes

One of the other changes that will be occurring during this upcoming year, that I want to make you aware of, relates to a consolidation within DE of all accounting related functions. Part of these changes have already begun with the three accounting staff Wanda Schmidt, Sandy Sandvick, and Pam Taylor now being part of the Bureau of Internal Operations. These three individuals will continue to work primarily on accounting functions related to the USDA Child Nutrition Programs as they do now. However, some functions they currently perform are more program than accounting functions and these will remain with other Bureau staff. Related to these changes some of the clerical and secretarial staff within the Bureau are performing some functions that are considered accounting. These functions are also moving to the Bureau of Internal Operations.

Until you are notified otherwise via a special mailing or a notice inserted in with a warrant mailing, continue to call the same people you have always called for any questions. The transition will occur over a period of time and not all at once related to training on new responsibilities that will need to occur as part of this process. So, just don't be surprised if one day you call in to ask a question and are told someone else is now handling that and you are transferred to another individual. We will do everything possible at this end to make the transition as smooth as possible for you, but I'm certain we will need your patience as individuals learn new responsibilities and as we sort out work load and who is doing what. If concerns develop, please feel free to contact me directly if you feel there is something I need to be aware of that might help make things work better from your perspective. Julia.Thorius@iowa.gov



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FNS Launches New Eat Smart. Play Hard.(tm) Kids' Web Page and Healthy Lifestyle Web Page for Parents

Discover the Eat Smart. Play Hard™ kids' web page at: www.fns.usda.gov/eatsmartplayhardkids

Eat Smart. Play Hard™ Healthy Lifestyle web page at: www.fns.usda.gov/eatsmartplayhardhealthylifestyle



Eat Smart. Play Hard.™



Center Resources

IMPORTANT WEBSITE LOCATIONS

Child Care Recipes-Food for Health and Fun – Standardized Recipes

http://teamnutrition.usda.gov/Resources/childcare_recipes.html

Building Blocks for Fun and Healthy Meals- Menu Planning Information and Ideas

Building Blocks for Fun and Healthy Meals

USDA. FNS. Team Nutrition.

A Menu Planner for the Child and Adult Care Food Program. This menu planner contains information on the CACFP meal requirements, advice on how to serve high quality meals and snacks, menu planning, nutrition education ideas and tips, the Dietary Guidelines for Americans, the USDA Food Guide Pyramid, food safety facts, sample menus, and much more.

<http://teamnutrition.usda.gov/Resources/buildingblocks.html>

Cooking with Kids

California Department of Health Services.

Find information on the cooking abilities of young children, safety tips, recipes and more.

http://www.wicworks.ca.gov/education/nutrition/kidsRecipes/cooking_w_index.htm



Spatulatta

Cooking4kidsonline.

Teaches children to cook with free step-by-step videos starring two young sisters conducting a cooking show. Each week the site is updated with five kid-friendly theme recipes. Also contains text areas that teach basic cooking techniques or offer primers on kitchen equipment and weights and measures and tips on decorating and crafts projects.

<http://www.spatulatta.com/>

Your name _____

Title _____

Phone () _____

Email _____

Agreement # _____

Mailing Address:

School/
Organization _____

Street _____

City _____ IA Zip _____

Your Request: We will make very effort to provide the material you request for the time you want. If the material is already taken, we will contact you by email to suggest another selection. **Material must be retained no later than 2 weeks after receipt!**

Loan # and Material title (s) (Please include both):

1 _____

2 _____

Training objectives:

Date(s) of use _____

Alternate date(s) _____

Group(s) to be trained _____

Approximate size of group(s) _____

Mail to: Mary Jo Clark
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